

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Notice of Immediate Dismissal - Insurance Compliance Breach

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated effective immediately, [Insert Date].

This decision follows a formal review which confirmed a serious breach of the company's insurance compliance protocols. Specifically, you have [Insert specific breach, e.g., failed to maintain a valid professional license / failed to disclose a disqualifying driving conviction / provided fraudulent information to underwriters].

Our operational insurance policies require all staff to adhere strictly to these standards. Your failure to meet these requirements renders you uninsurable under our current policy, which constitutes a fundamental breach of your employment contract and gross misconduct.

As this is a summary dismissal for gross misconduct, you are not entitled to a notice period or pay in lieu of notice. Your final paycheck, including any accrued and unused vacation time, will be [mailed to your address / deposited into your account] by [Insert Date].

Please return all company property, including keys, ID badges, and electronic devices, to [Name/Department] by [Insert Time/Date].

You will receive a separate communication regarding the status of your benefits and COBRA eligibility, if applicable.

Regards,

[Your Name]

[Your Title]

[Company Name]